User Manual Reference

www.LowDogHobby.com

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TABLE OF CONTENTS

Introduction	Page#
• Introduction	3
• Terminologies	3
• Basic HTML Usage	4
Hosting Configuration & Administration	
• Web Hosting & Control Panel	5
• File Transfer Protocol (FTP) Configuration	5
• E-Mail Configuration	5
• Logging in to your E-Mail Account	5
• List of existing E-Mail accounts	5
	5
Product Information System (PIS)	
• Basic Parts of the PIS	6-15
• Product or Item Coding Standards	16
• Category	
○ Adding / Category	16
• Sub Category	
○ Adding / Editing Sub Category	16
• Item (Product)	
○ Adding / Editing an Item	17
• Product Brand	
○ Adding / Editing Brand	18
• User Account Information	
○ Adding New User / Editing User Account	18
• Image / Photo Display Templates	
○ Item Photo Display	19
○ Featured Product Photo Display	20
○ Best Selling Product Photo Display	21
• Photo Uploads	
○ Item Display Photo Upload	22
○ Featured Product Photo Upload	22
○ Best Selling Product Photo Upload	22
Files, Folders & Templates	
• Original Backup Files (website files, database, images and icons)	23

I n t r o d u c t I o n

This *User Manual Reference* is a small book of which user (of proper level of access) log in to this system. This will guide user or users accordingly. One of the best features in this web-based system is the ***Product Information System*** (**PIS**). The **PIS** is a Content Management System (CMS) – like web-based system commonly use to ensure of monitoring and storing of product and or items.

It is a system whereby user or users, with given proper level of access and privilege (usually given a certain username and password), will be able to add / edit / delete particular item or items (like products, category, brands and users) in this web-based system.

Terminologies

Terminology	Acronyms/Meaning	Usage
Browser	Electronic Mail	A web browser (or, commonly referred to as a browser) is actually a software application for retrieving, presenting and traversing information resources on the World Wide Web. Examples are Firefox, Internet Explorer, Netscape, Safari, Opera and so on.
E-Mail	Electronic Mail	Sends and receives messages through electronically through the Internet connection.
HTML	Hyper Text Mark-up Language	It is the main markup language for creating web pages and other information that can be displayed in a web browser.
HTTP	Hyper Text Transfer Protocol	HTTP is an application protocol for distributed, collaborative, hypermedia information systems. HTTP is the foundation of data communication for the World Wide Web.
Hyperlink	It is a link to a new page.	It is often use to cross-reference from one file to the other.
Internet	Interconnected Networks	Internet is a global system of interconnected computer networks that use the standard Internet protocol suite (TCP/IP) to serve billions of users worldwide.
Login	Refer to sign in	A process of going in a restricted page for some information, which requires username and password in retrieving information from the system or website.
Logout	Refer to sign out	It is reversely proportional to login.
TCP/IP	Transmission Control Protocol / Internet Protocol	It is the suite of communications protocols used to connect hosts on the Internet.
URL or Address	Uniform Resource Locator	It is an Internet address of a certain website.
WWW	World Wide Web	The World Wide Web (abbreviated as WWW or W3, commonly known as the Web), is a system of interlinked hypertext documents accessed via the Internet.

Basic HTML Usage

Tag	Example	Output
</B>	<B>LowDogHobby.com	LowDogHobby.com
<I>	LowDogHobby.com	LowDogHobby.com
<u></u>	<u>LowDogHobby.com</U>	LowDogHobby.com
	LowDogHobby.com	LowDogHobby.com
	LowDogHobby.com	LowDogHobby.com
	LowDogHobby.com	LowDogHobby.com
	LowDogHobby.com is a great RC Online. It has a wide variety of RC products that will suit your budget.	LowDogHobby.com is a great RC Online. It has a wide variety of RC products that will suit your budget.
 	LowDogHobby.com is a great RC Online supplier. It has a wide variety of RC products that will suit your budget.	LowDogHobby.com is a great RC Online supplier. It has a wide variety of RC products that will suit your budget.
<hr>	LowDogHobby.com is a great RC Online supplier. <hr> It has a wide variety of RC products that will suit your budget.	LowDogHobby.com is a great RC Online supplier. --- It has a wide variety of RC products that will suit your budget.

Hosting Configuration & Administration

Web Hosting & Control Panel

Site Name	URL / Web Address	Remarks / Notes
LowDogHobby.Com Website	http://www.lowdoghobby.com/	This is the official homepage of LowDog Hobby Shop. We call it the public site.
LowDogHobby.Com Admin Website	http://www.lowdoghobby.com/thePIS/	You will be prompted to sign in your assigned username and password. • Username: admin • Password: admin We call this a private site.
Control Panel Hosting Website for LowDogHobby.Com	http://lowdoghobby.com:8880/	Likewise, you need to use the following user login information: • Username: lowdogho • Password: password123

File Transfer Protocol (FTP) Configuration

Site Name	URL / Web Address	Remarks / Notes
FTP Account for LowDogHobby.Com	66.7.208.190 or ftp.lowdoghobby.com	Use a third party freeware FTP program like CuteFTP program

Email Account Configuration

Description	Explanation	Remarks / Notes
Setting-Up Computer. Mobile or any other gadgets (that is with E-Mail capable)	Setting up your mobile phone E-Mail configurations as shown in the next column of this table. →	POP3 Mail Servers, please use the following information: • Incoming Server: lowdoghobby.com • Outgoing Server: lowdoghobby.com Then, use your entire E-Mail (For example; info@lowdoghobby.com) as your username and enter your password accordingly.

Logging in to your Email Account

Site Name	URL / Web Address	Remarks / Notes
LowDogHobby WebMail	http://webmail.lowdoghobby.com/	In the same way, you need to login using the following information: • Username: Log in to your assigned E-Mail address • Password: Enter your assigned password See list of E-Mail user accounts in the later page.

List of Existing E-Mail Account (As of April of 2013))

E-Mail Account Description	E-Mail Address	Remarks / Notes
General Inquiry	inquire@lowdoghobby.com	Active *(use to receive information about general inquiries*)
Kerwin Lim	kerwin@lowdoghobby.com	Active
Webmaster	webmaster@lowdoghobby.com	Active *(use to received information about the website comments)*

The Product information System (PIS)

Basic Parts of the PIS

LowDog Hobby Admin Homepage

Below image is the actual captured homepage of LowDog Hobby Administration section. Product Information System or the PIS is a Content Management System (CMS) – like web-based system commonly use to ensure of monitoring and storing of product and or items.

Top admin user (admin) is the main user of which, it can access the entire entry or all of the information from this PIS.

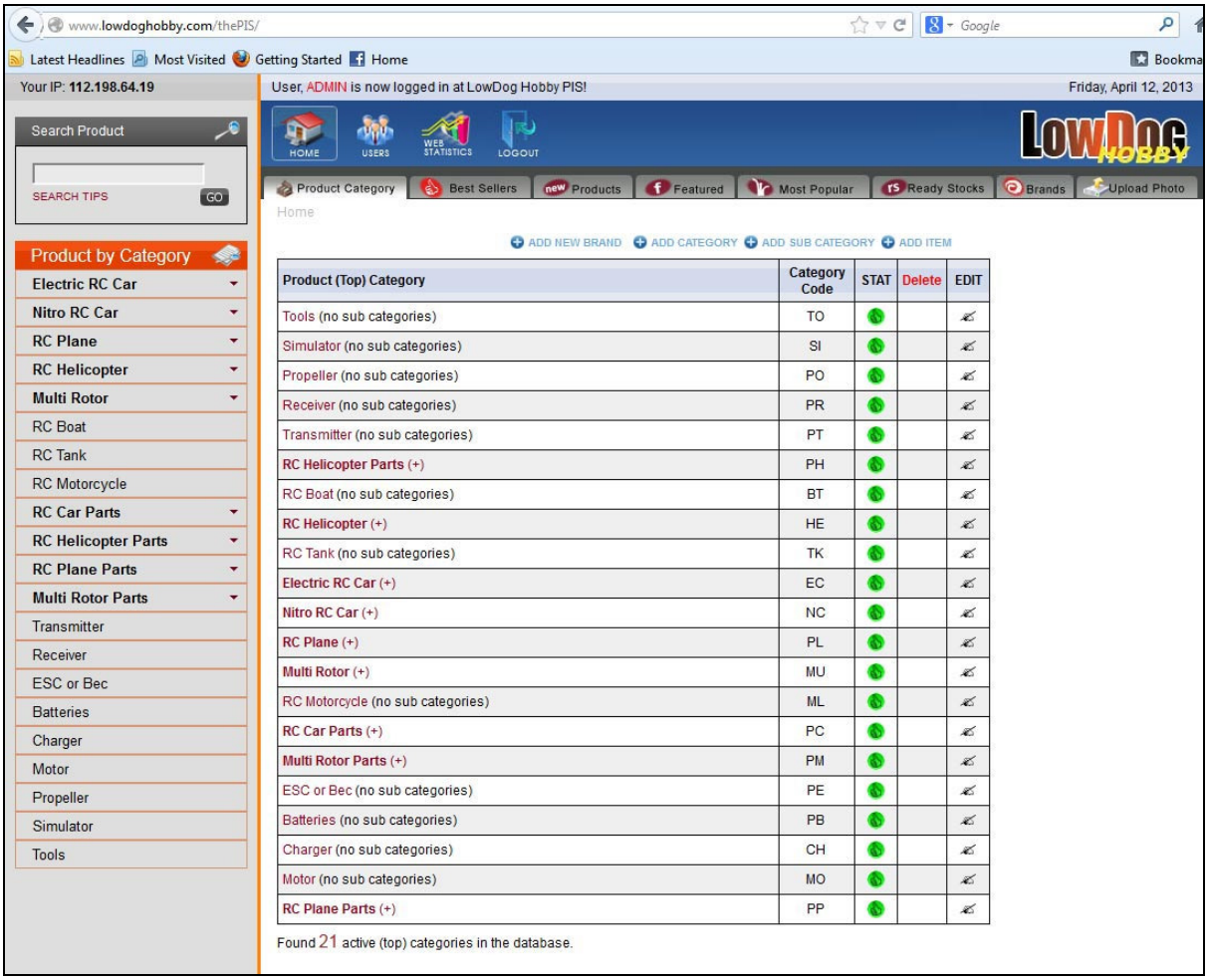


Image 1 – LowDog Hobby Admin Homepage

User IP Address Information

Below image shows the highlighted is actually the user IP address. This IP address will be recorded based from whatever user do to the information of this PIS.

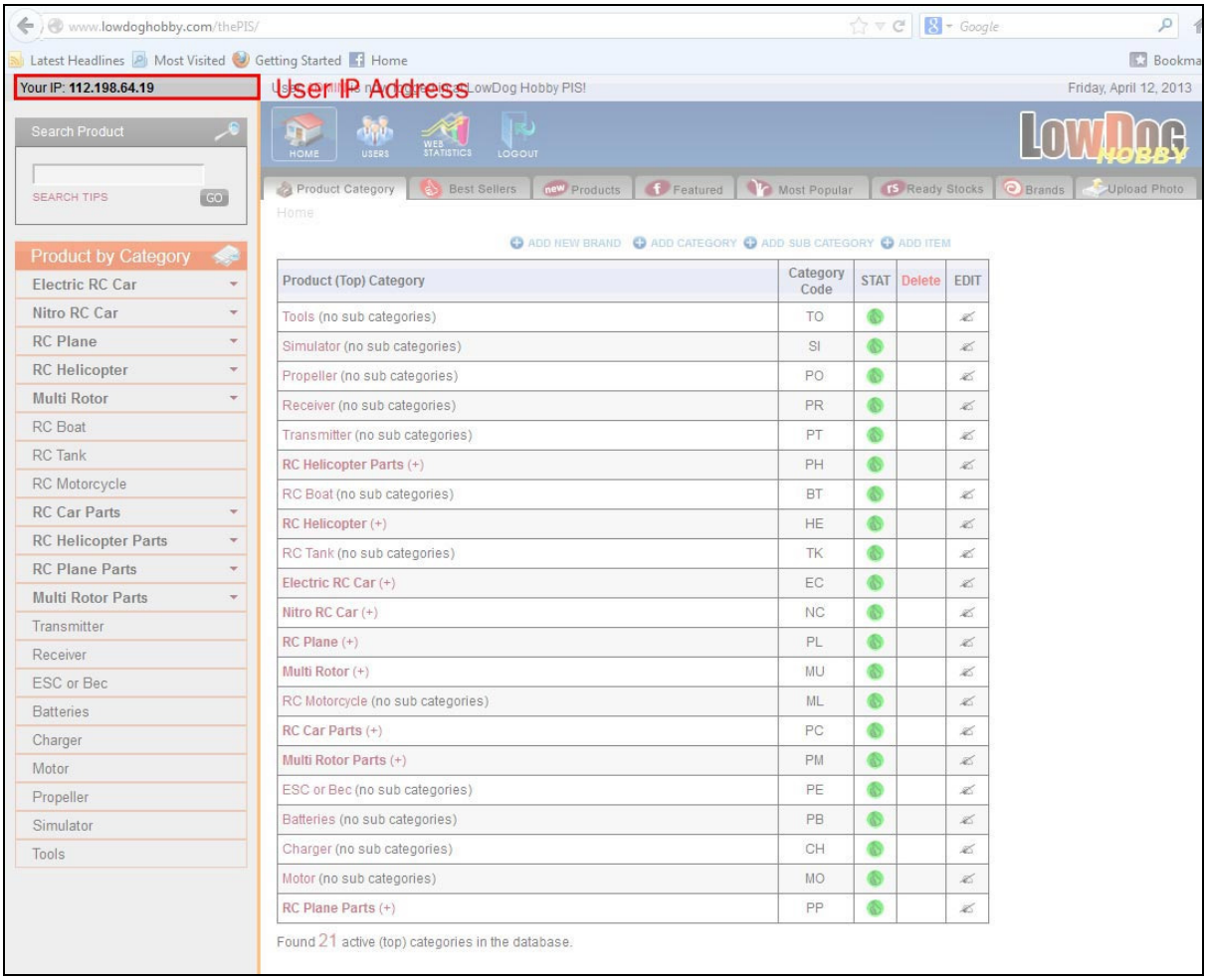


Image 2 – User IP Address

User Login Information

The highlighted image below is (a welcome) user login information.

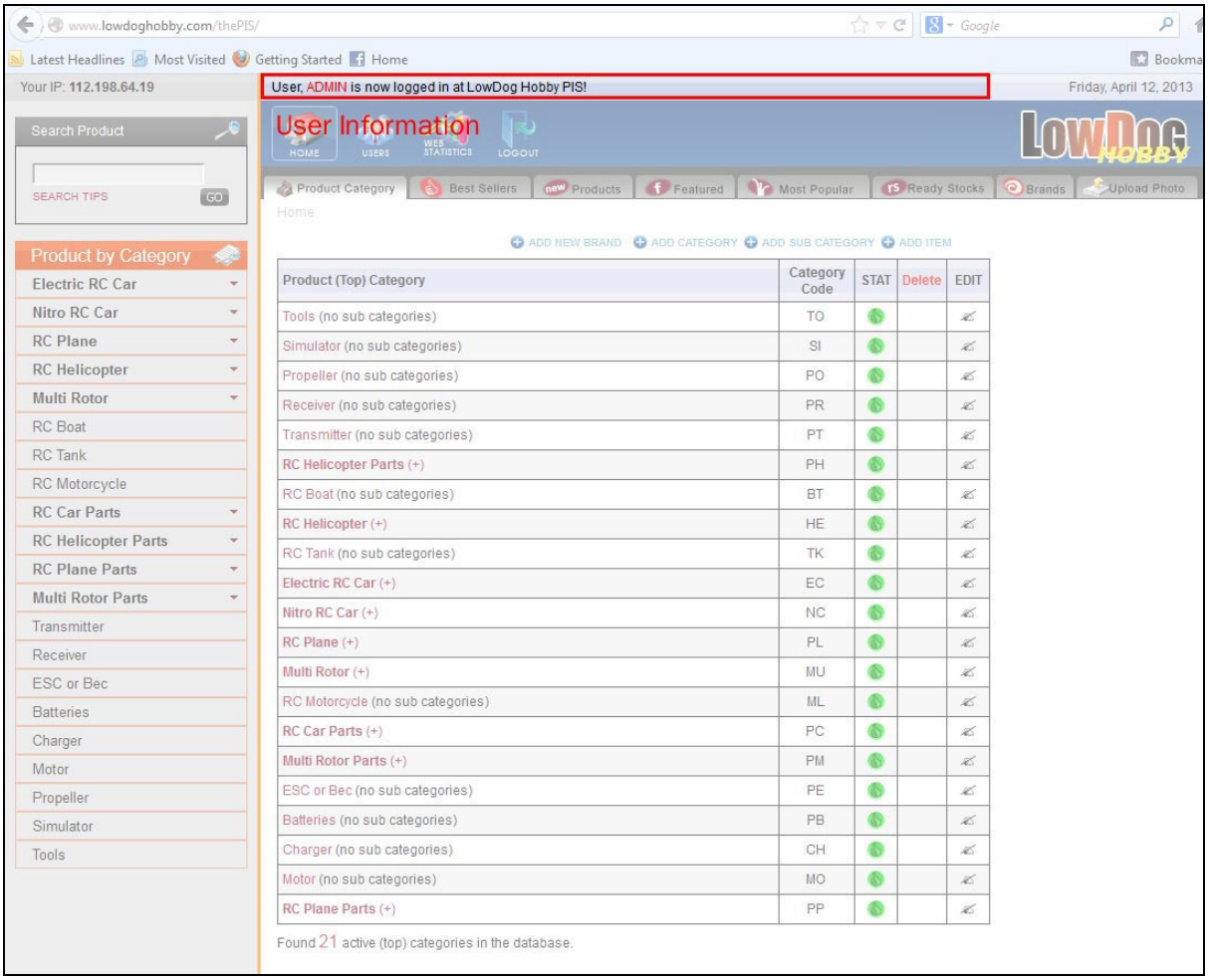


Image 3 – User Login Information

Product Search Panel

The highlighted image below is the ***Product Search Panel***, where user can search products or items. Product search is an essential part of this web-based system.

Keywords maybe anything as long as no special characters involved. User may search the product or item code, brand, description, and / or product or item name itself.

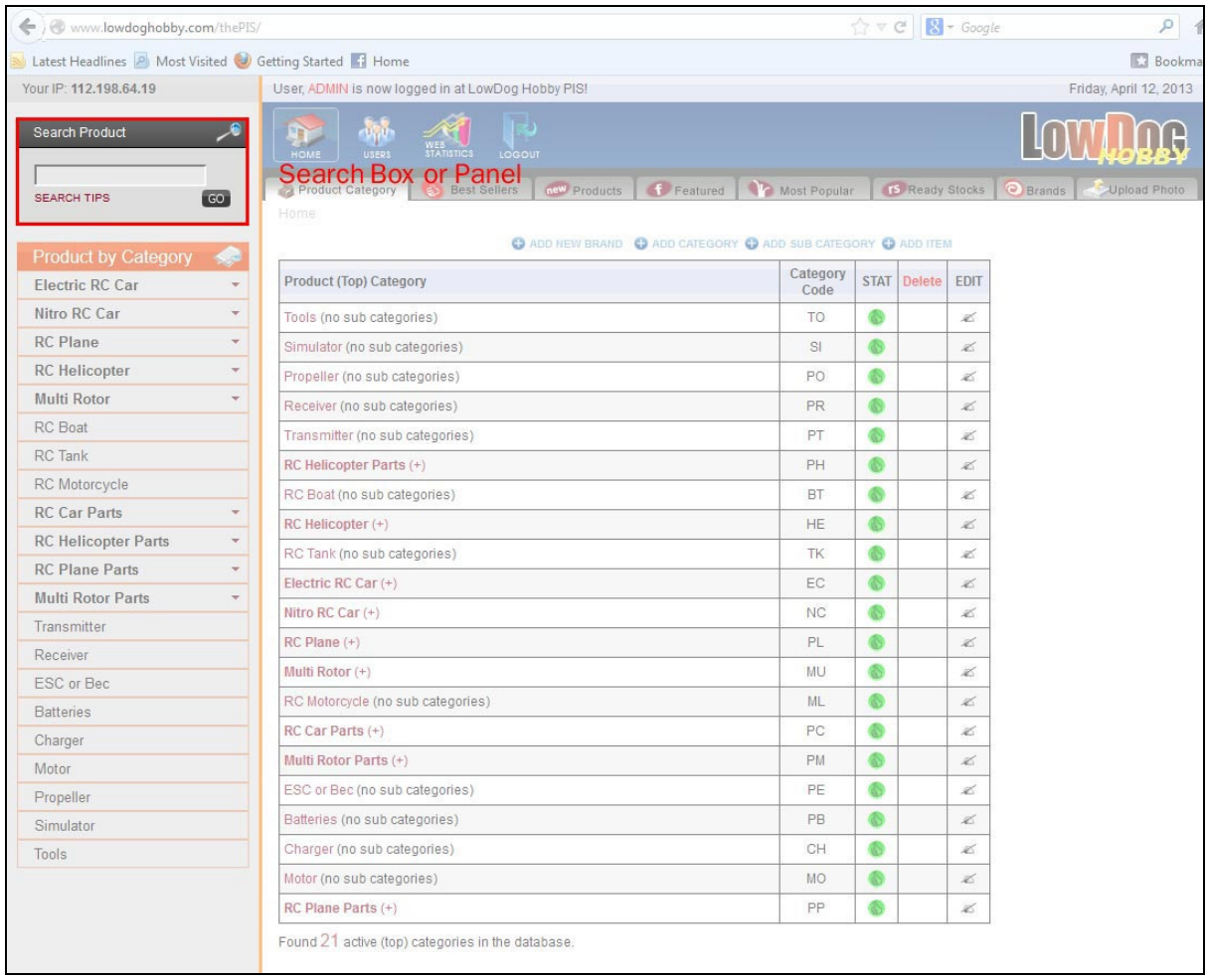


Image 4 – Product Search Panel

Icon Menus

The highlighted image below is the ***Icon Menus***. Icon Menus are the main menus used for this web-based system. User can jump from one main location to the other.

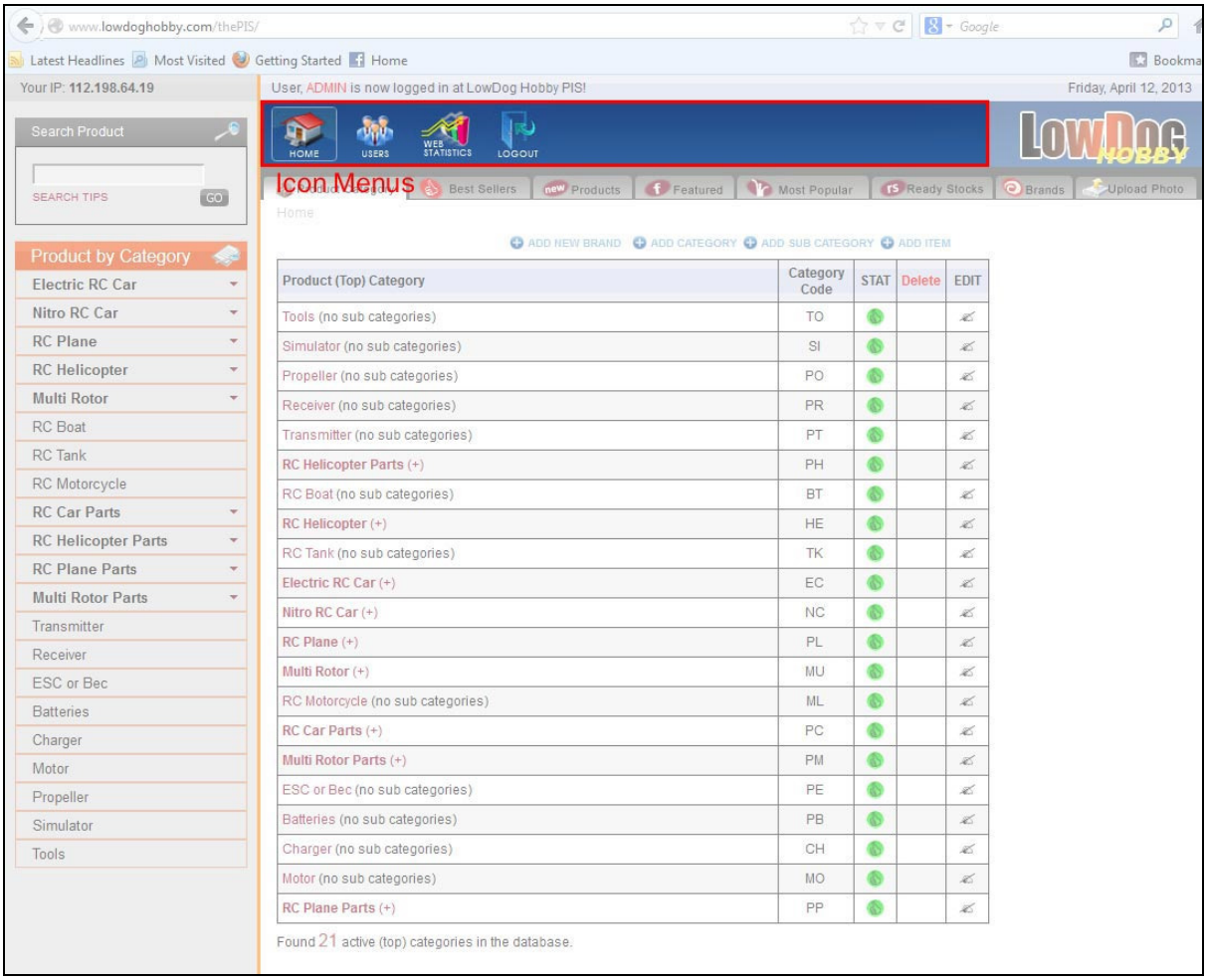


Image 5 – Icon Menus

Tab Menu

The image below is called the ***Tab Menu***. Tab Menu is the main sub menu used for this web-based system. User can jump from one main location to the other.

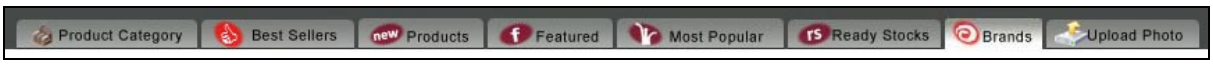


Image 6 – Tab Menu

Location Guide

The highlighted image below is the ***Location Guide***. Furthermore, this feature is for the user to locate himself from where his current location in the system maybe.

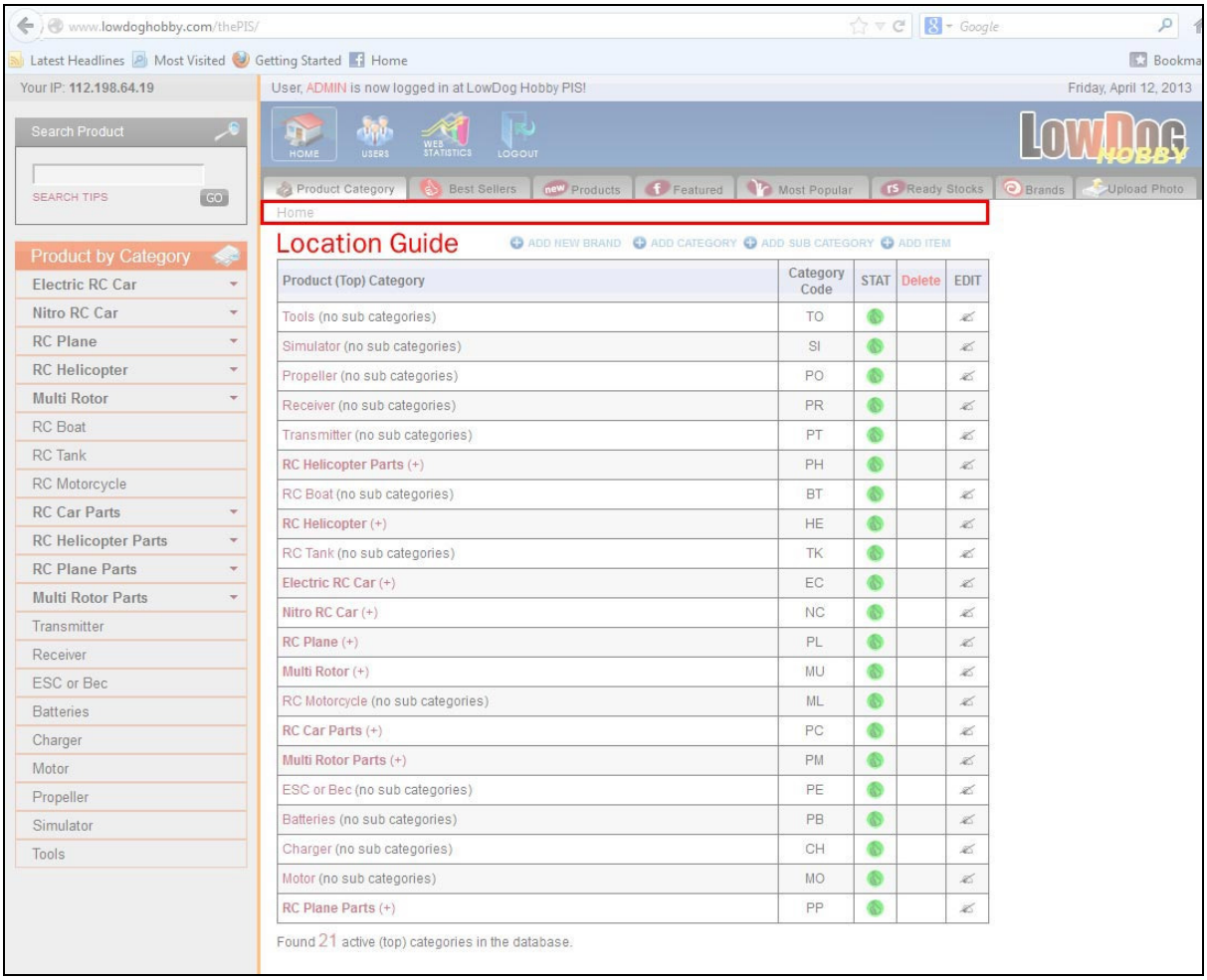


Image 7 – Location Guide

Sub Menus

The highlighted image below is the ***Sub Menus***. Sub Menu is also one of the most essential parts of this web-based system. It tells user that it still has link under the main menu (icon menu).

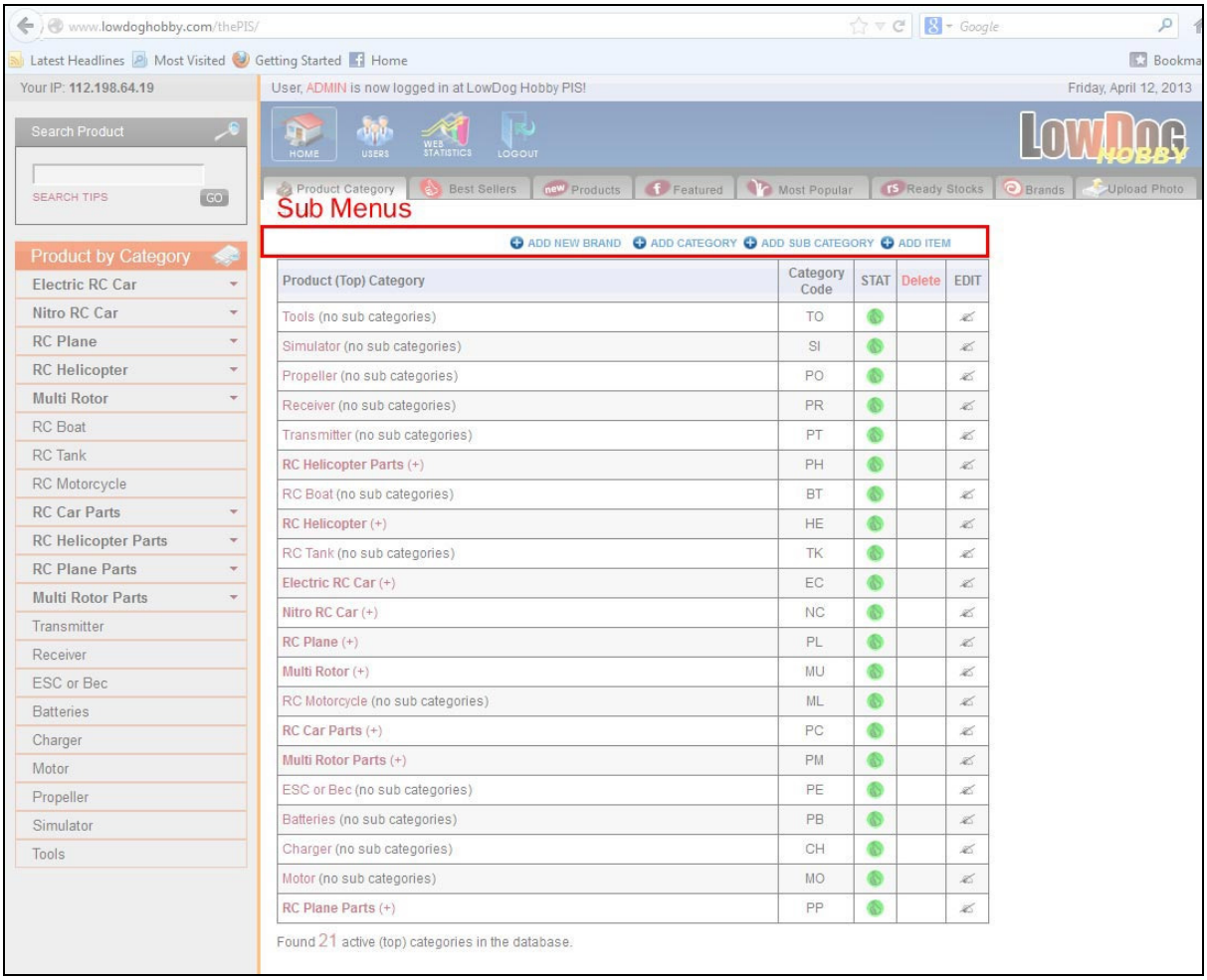


Image 8 – Sub Menus

Product Menu

The highlighted image below is called the ***Product Menu***. Product menu is an essential feature in this web-based system. It shows all the categories, sub categories (others under categories) and items. User will have easy shortcut access from one item to the other.

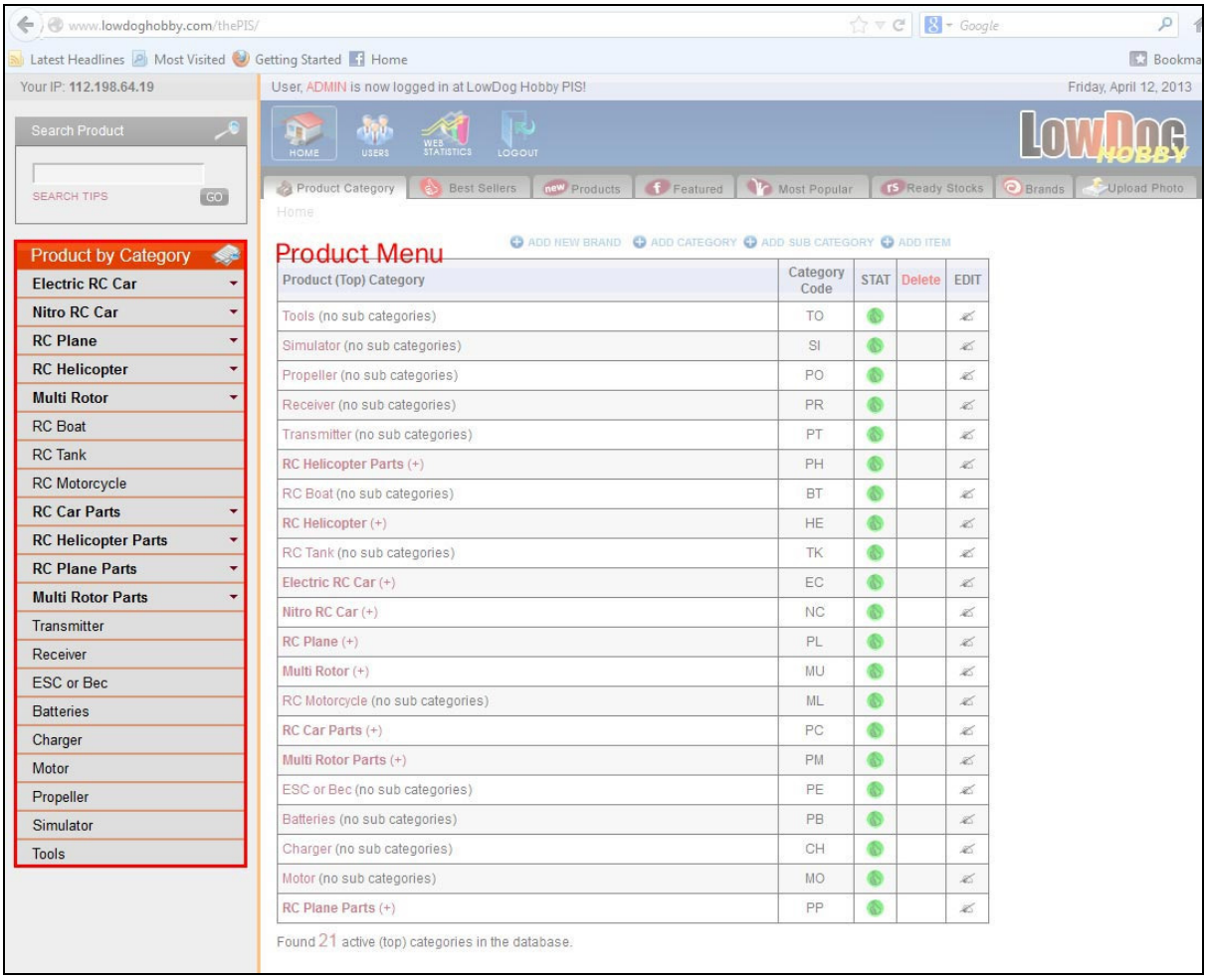


Image 9 – Product Menu

Product Table

The highlighted image below is called the ***Product Table***. Unlike Product Menu, Product Table has no selection of drop-down of any of the items to be shown. It only show certain item of which selected from the Product Menu. In short, it only a link view preference of every anchored link.

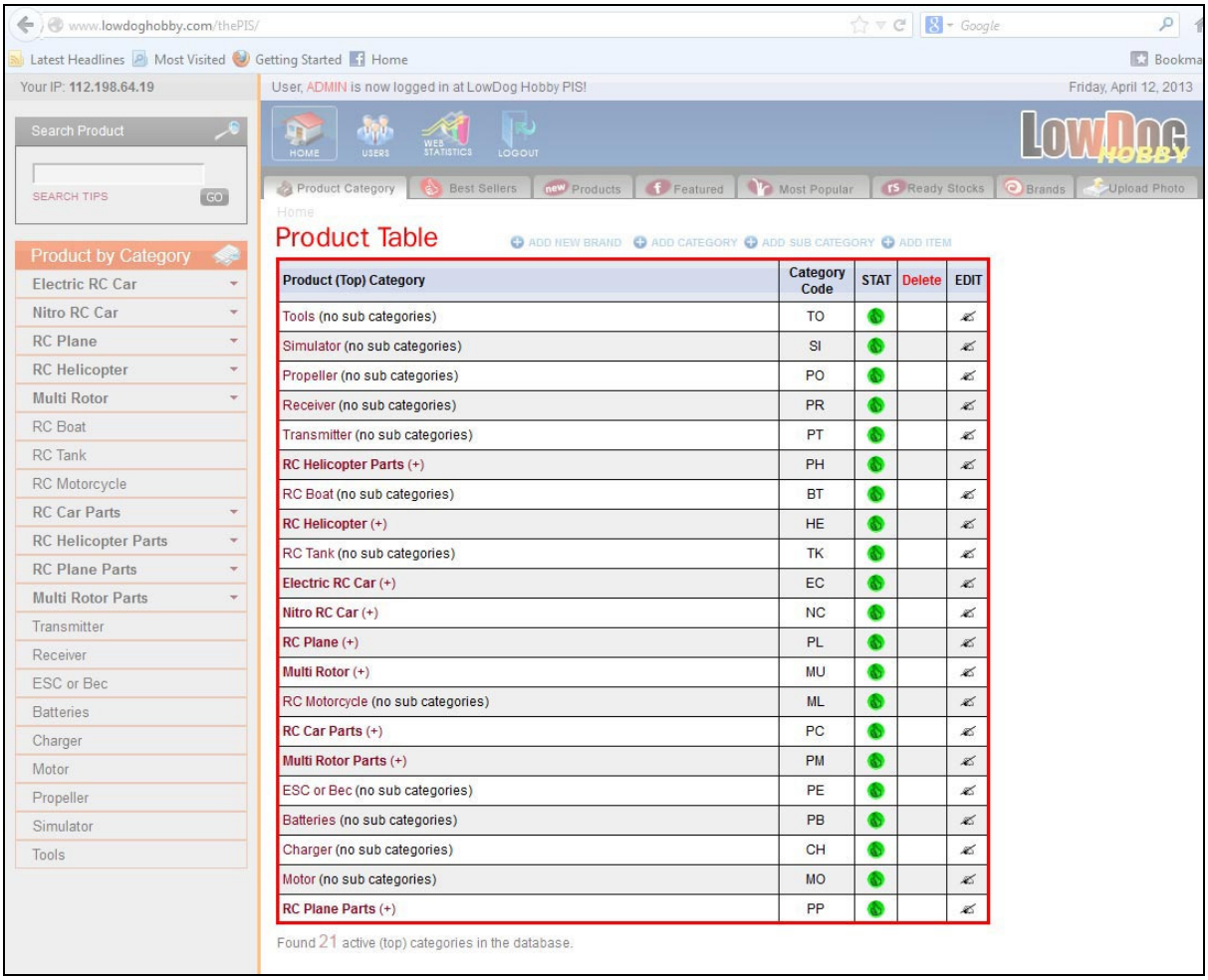


Image 10 – Product Table

Total Product Information

Last but not the least, the highlighted image below is the ***Total Product Information***. Obviously, from its word, the function of this is only to show user the total number of items shown from that category or sub category.

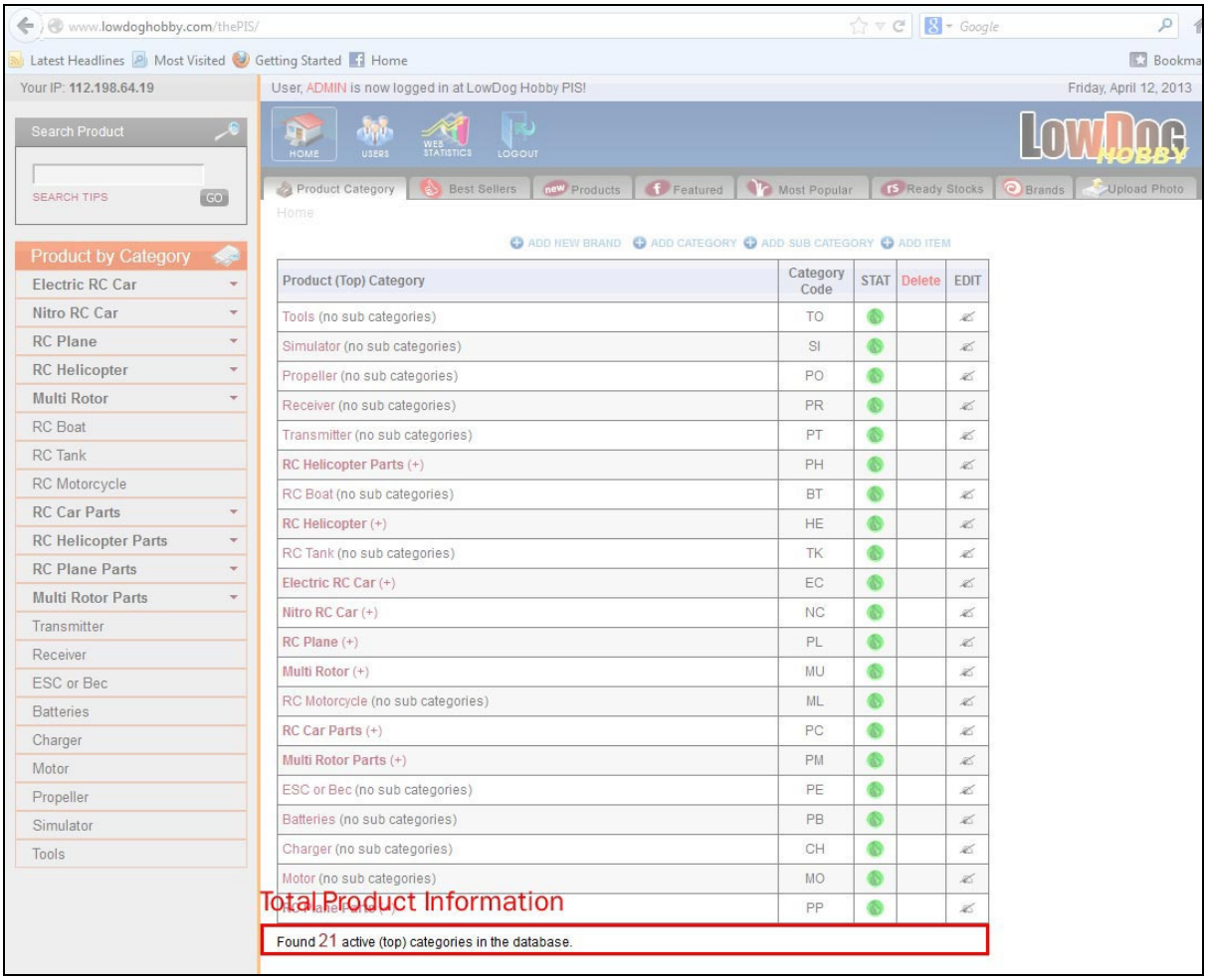


Image 11 – Total Product Information

Product or Item Coding Standards

Product or item can be identified by its own unique item code. Item code has a very significant role in the Product Information System (PIS). Product code is divided into three (3) main sections, namely, the category, sub category and the sequential numbers.

- Category (**CC**) – is the first two-digit code that represents the category.
- Sub Category (**SS**) – is the second (3rd & 4th) digit code that represents the sub category.
- Sequence Numbers – is the last (5th, 6th and 7th) digit code that represents item in sequenced number.

For example: An entry to a product with an item code of **MU02001** is actually a Multi Rotor Kit product. Whereby "**MU**" is represents the category for "Multi Rotor"; "**02**" represents the sub category; and "**XXX**" represents the sequence number. Item code or product code act as a significant role in this web-based system.
NOTE: Item code (or product code) is the unique file name of the item or product picture.

Adding Category (in PIS)

After you login, you will be redirected to LowDog Hobby admin homepage. In the homepage, under the "Sub Menus", just below the "Tab Menus", click the link that says "**ADD NEW CATEGORY**". And do the following:

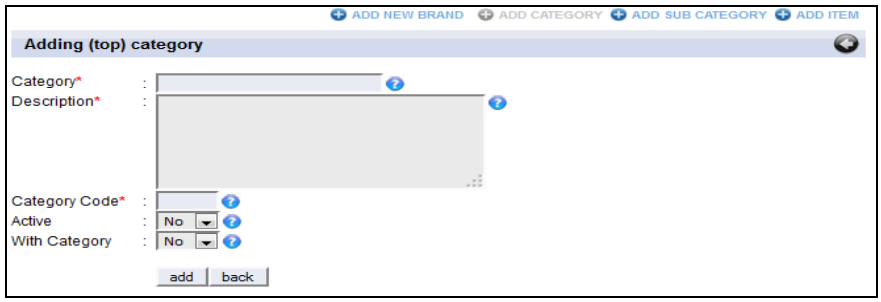


Photo 1 – Add Category

To edit category, go to homepage and all categories are displayed, by default. Click on the icon . You will be directed the edit mode preference.

1. Enter category name in the "Category" field and then.
2. Enter description in the "Description" field.
3. Enter a unique code for the category.
4. Select "Yes" or "No" from the "Active" drop down list to activate immediately.
5. Enter "Yes" if this category will have sub category in it. Otherwise, select "No".
6. Then, finally, click the "add" button to save.

Adding Sub Category (in PIS)

In the same way, after you login, you will be redirected to the LowDog Hobby admin homepage. In the homepage, under the "Sub Menus", this time click the link that says "**ADD SUB CATEGORY**". And do the following:

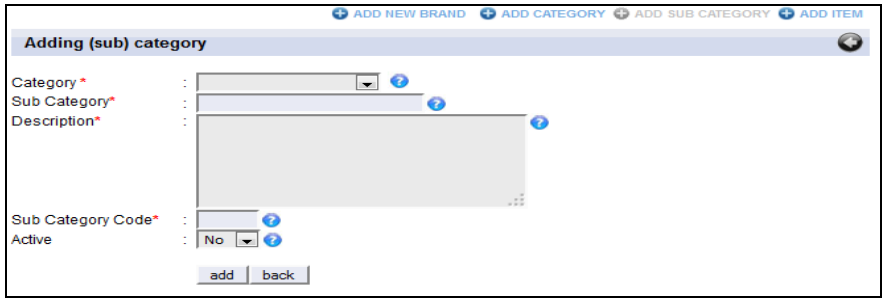


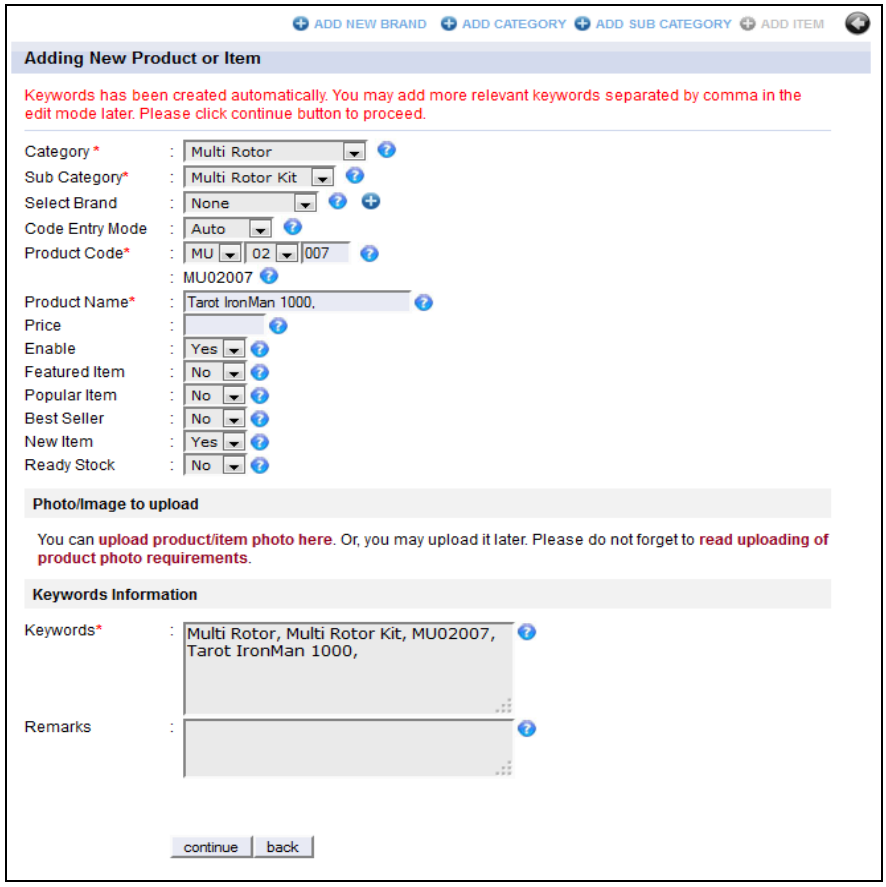
Photo 2 – Add Sub Category

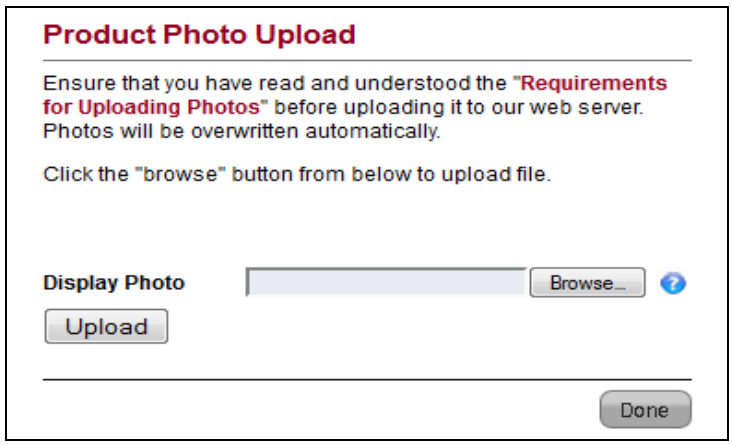
To edit sub category, go to homepage. Select a category and then, click on the icon of your desired sub category. You will be directed to the edit mode.

1. Select category from the drop down list. Then, click the "add" button to continue.
2. Enter the desired sub category name.
3. Enter description in the "Description" field.
4. Enter a unique code for the sub category.
5. Select "Yes" or "No" from the "Active" drop down list to activate immediately.
6. Then, click the "add" button to save.

Adding new item or product (in PIS)

In the homepage, under the "Sub Menus", click the link that says "**ADD ITEM**". In this option, you are adding item from the start.
And do the following:




Product Photo Upload
Ensure that you have read and understood the "Requirements for Uploading Photos" before uploading it to our web server. Photos will be overwritten automatically.
Click the "browse" button from below to upload file.
Display Photo
Browse...
Upload
Done

To edit product or item, go to homepage. Select a category. Select the desired sub category and then, click on the icon of your desired sub category. Or, search that item/ In the search page, click the desired item. You will be directed to the edit mode.

1. Select category from the drop down list. Then, click the "continue" button.
2. Select sub category from the drop down list. Then, click the "continue" button.
3. Select brand from the drop down list. Then, click the "continue" button.
4. Select code entry mode from the drop down list. Then, click the "continue" button.
5. Enter product name in the product field. Then, click the "continue" button.
6. Enter description in the "Description" field. Then, click the "continue" button.
7. Enter price (if applicable). Then, click the "continue" button.
8. Select from "Yes" or "No" drop down menus (Enable, Featured Item, Popular, Best Seller, New Item, Ready Stock). Then, click the "continue" button.
9. Keywords will be automatically created in the keywords field.
10. Click the "**upload product / item photo here**". A pop-up window will appear. Male sure pop-up is not blocked. In the upload window, click browse button to select photo. Then, click "Upload" button. Once finished, click "Done" button. An Upload window will be closed. Then, click the "continue" button.
11. Then, click the "add" button to save.

Adding brand (in PIS)

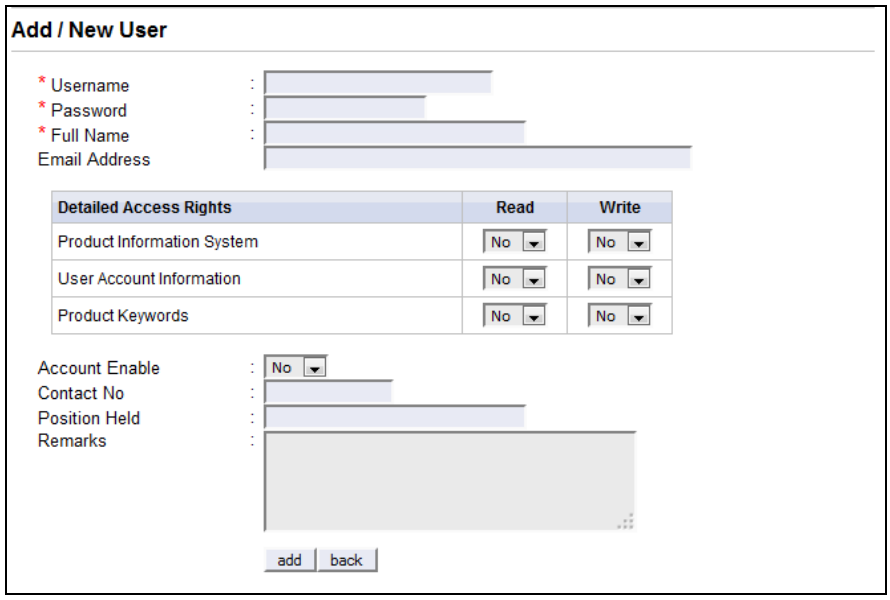
In the homepage, click the link that says "**ADD NEW BRAND**". And you will be redirected to Add New Brand page. And do the following:

To edit brand, in the homepage, click the "Brand" tab menu (just below the Icon menu). A list of brands will be opened. Select the desired brand to edit by clicking on the icon . You will be directed to the edit mode.

1. Enter username.
2. Enter password.
3. Enter full name.
4. Enter E-Mail address (if applicable).
5. In the "Detailed Access Rights" table, please specify the read and write access accordingly.
6. Enable user account by selecting "Yes" in the drop down menu.
7. Enter, if necessary the fields that follows.
8. Then, click the "add" button to save.

Adding new user account (in PIS)

In the homepage, under the "Icon Menu", click the icon called "USERS". Then, click the "Add User" in the tab menu.
And do the following:



1. Enter username.
2. Enter password.
3. Enter full name.
4. Enter E-Mail address (if applicable).
5. In the "Detailed Access Rights" table, please specify the read and write access accordingly.
6. Enable user account by selecting "Yes" in the drop down menu.
7. Enter, if necessary the fields that follows.
8. Then, click the "add" button to save.

Image / Photo Display

Item Photo Display Templates

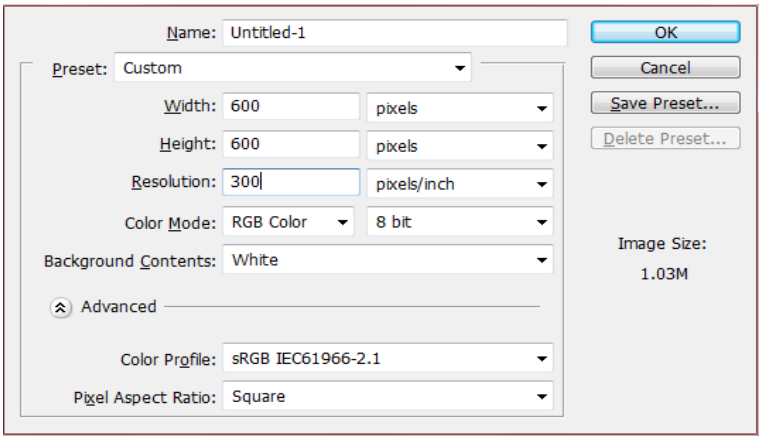


Figure 1 –Photoshop: Creating new document image

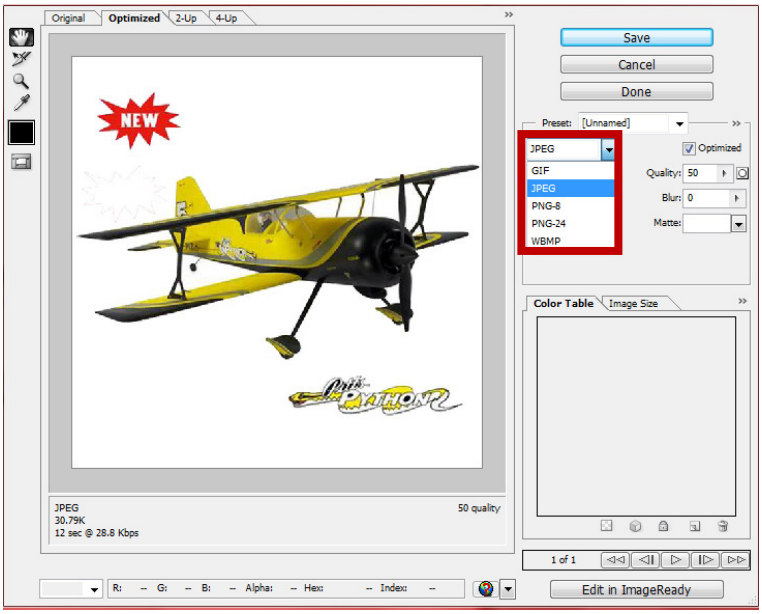


Figure 1A –Photoshop: Save for Web dialogue box

Open your Photoshop. Click file menu, then, select and click new. A dialogue box will appear (as show in Figure 1).

Set all preference to the following:

- Width: 600 pixels
- Height: 600 pixels
- Resolution: 300
- Color Mode: at least 8 bit

Or, you can see sample figure shown in figure 1, for your reference. A new blank document will be created.

Drag any image from a cropped file of an item to this newly created image document. And align it in the center.

NOTE: You have to save (Ctrl + S) the file or the document first as PSD format. So, you will still be able to drag from one layer to the other, accordingly.

To save file for web using JPEG format, press or key in “Ctrl + Shift + Alt + S”. A “Save for Web” dialogue box will appear, as shown in figure 1A.

Make sure you have selected “JPEG” from the “Preset” drop.

Then, click the “Save” button.

Featured Product Photo Display Templates

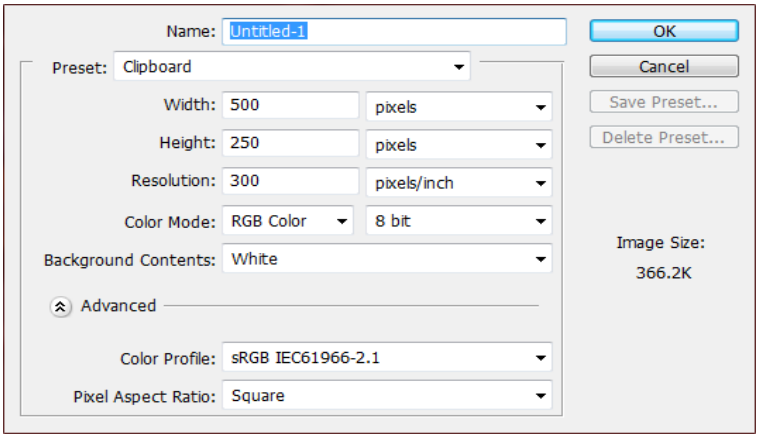


Figure 2 –Photoshop: Creating new document image

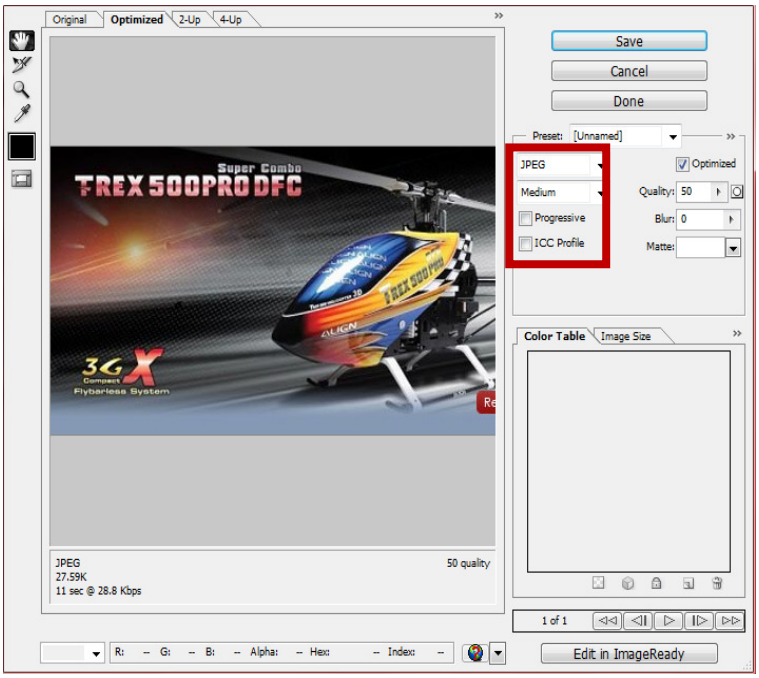


Figure 2A –Photoshop: Save for Web dialogue box

Open your Photoshop. Click file menu, then, select and click new. A dialogue box will appear (as show in Figure 2).

Set all preference to the following:

- Width: 500 pixels
- Height: 250 pixels
- Resolution: 300
- Color Mode: at least 8 bit

Drag any image from a cropped file of an item to this newly created image document. And align it accordingly.

NOTE:

- You have to save (Ctrl + S) the file or the document first as PSD format. So, you will still be able to drag from one layer to the other, accordingly.
- Filename must be the item code.

To save file for web using JPEG format, press or key in “Ctrl + Shift + Alt + S”. A “Save for Web” dialogue box will appear, as shown in figure 2A.

Make sure you have selected “JPEG” from the “Preset” drop.

Then, click the “Save” button.

Best Selling Product Photo Display Templates

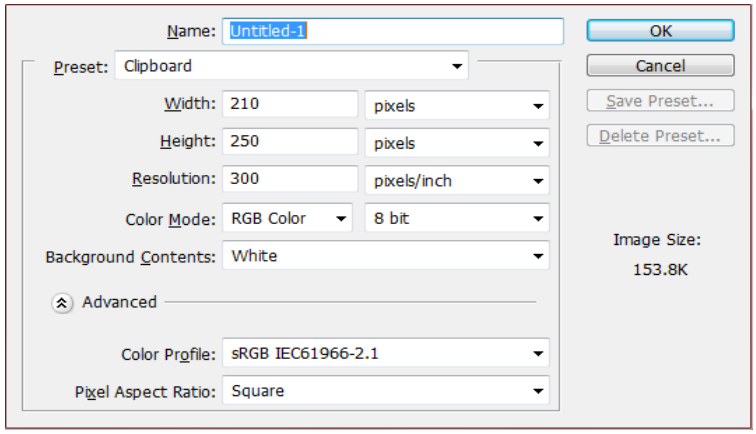


Figure 3 –Photoshop: Creating new document image

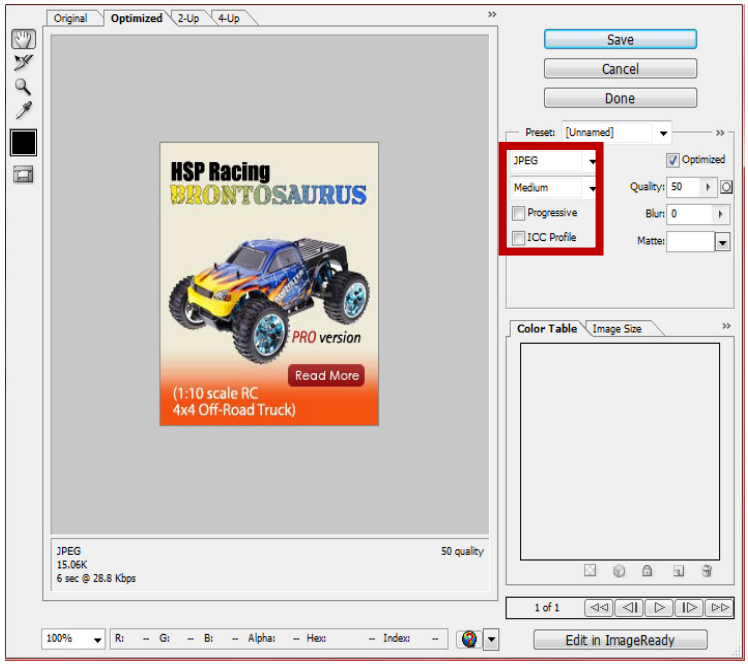


Figure 3A –Photoshop: Save for Web dialogue box

Open your Photoshop. Click file menu, then, select and click new. A dialogue box will appear (as show in Figure 2).

Set all preference to the following:

- Width: 210 pixels
- Height: 250 pixels
- Resolution: 300
- Color Mode: at least 8 bit

Drag any image from a cropped file of an item to this newly created image document. And align it accordingly.

NOTE: You have to save (Ctrl + S) the file or the document first as PSD format. So, you will still be able to drag from one layer to the other, accordingly.

To save file for web using JPEG format, press or key in “Ctrl + Shift + Alt + S”. A “Save for Web” dialogue box will appear, as shown in figure 3A.

Make sure you have selected “JPEG” from the “Preset” drop.

Then, click the “Save” button.

Photo Upload

Item Display Photo Upload

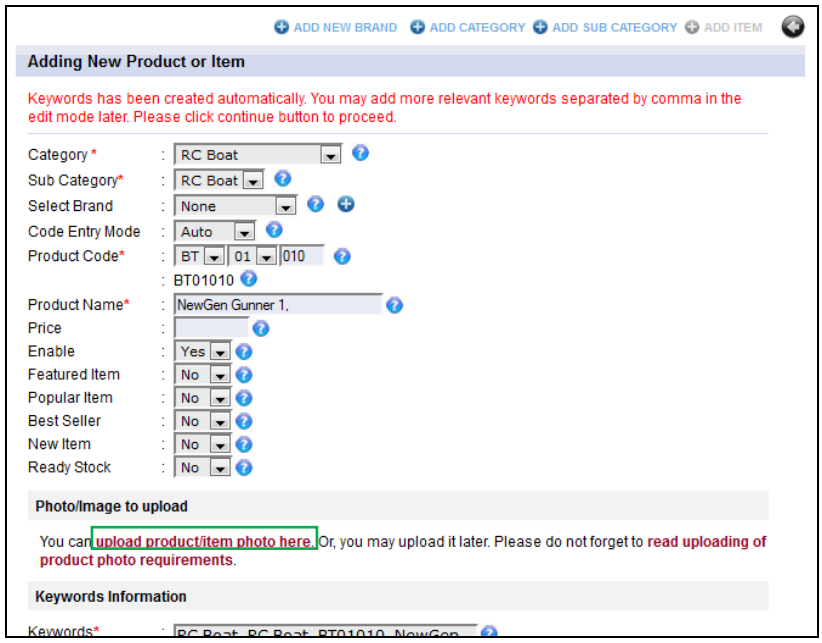


Figure 4A – Add New Product or Item Page

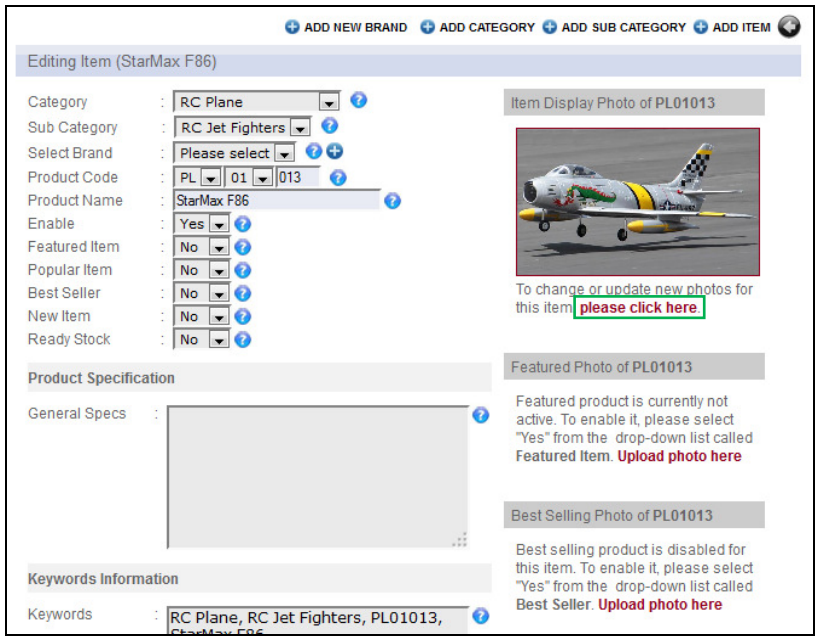


Figure 4B – Upload item photo in edit mode

In the "Add New Product or Item" page, after filling-up all the field through the "Ready Stock" field, click on the link that says "**upload product/item photo here**", as show in the Figure 5, highlighted in green box.

A pop-up window will appear (Please ensure that your browser is not blocking any pop-ups.). From that pop-up window, click browse and then, click upload. Once finish, please click "Done" button.

To change existing item photo, on the right column from the edit mode, you will see the "Item Display Photo of…". Click the link that says "**please click here**" as shown in green highlight in the said figure 5A.

Best Selling Product Photo Upload

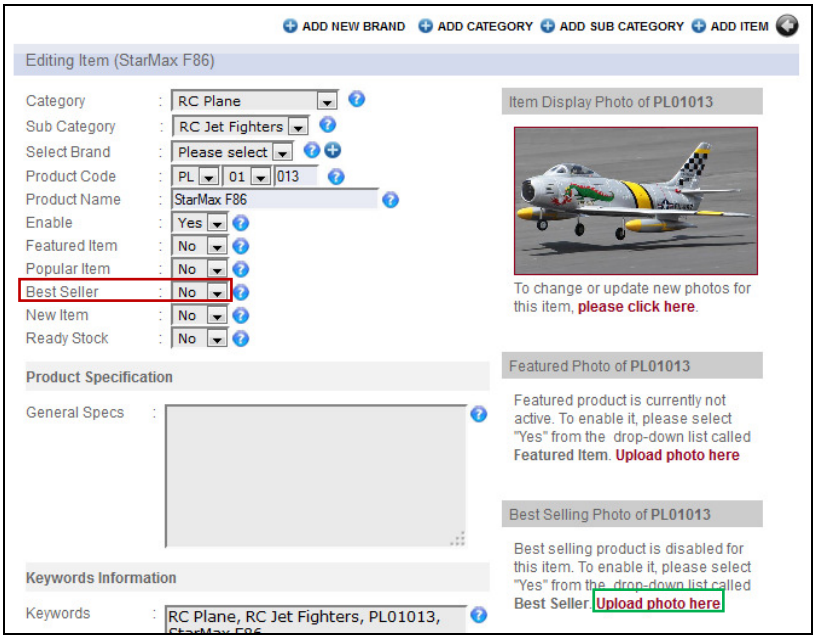

ADD NEW BRAND
ADD CATEGORY
ADD SUB CATEGORY
ADD ITEM
Editing Item (StarMax F86)
Category : RC Plane
Sub Category : RC Jet Fighters
Select Brand : Please select
Product Code : PL 01 013
Product Name : StarMax F86
Enable : Yes
Featured Item : No
Popular Item : No
Best Seller : No
New Item : No
Ready Stock : No
Product Specification
General Specs :
Keywords Information
Keywords : RC Plane, RC Jet Fighters, PL01013,
Item Display Photo of PL01013
To change or update new photos for this item, please click here.
Featured Photo of PL01013
Featured product is currently not active. To enable it, please select "Yes" from the drop-down list called Featured Item. Upload photo here
Best Selling Photo of PL01013
Best selling product is disabled for this item. To enable it, please select "Yes" from the drop-down list called Best Seller. Upload photo here

Figure 4C – Upload featured product photo in edit mode

Select any item and it will direct you to an edit mode page. In the right column, just bottom of so called "Item Display Photo of…", you will see a portion called "Best Selling Photo". Click on the link that says "**Upload photo here**", as highlighted in green color in figure 5C.

A pop-up window will appear (Please ensure that your browser is not blocking any pop-ups.). From that pop-up window, click browse and then, click upload. Once finish, please click "Done" button.

Make sure to select "Yes" in the Best Seller drop-down list, as highlighted in red in figure 5C.

Featured Product Photo Upload

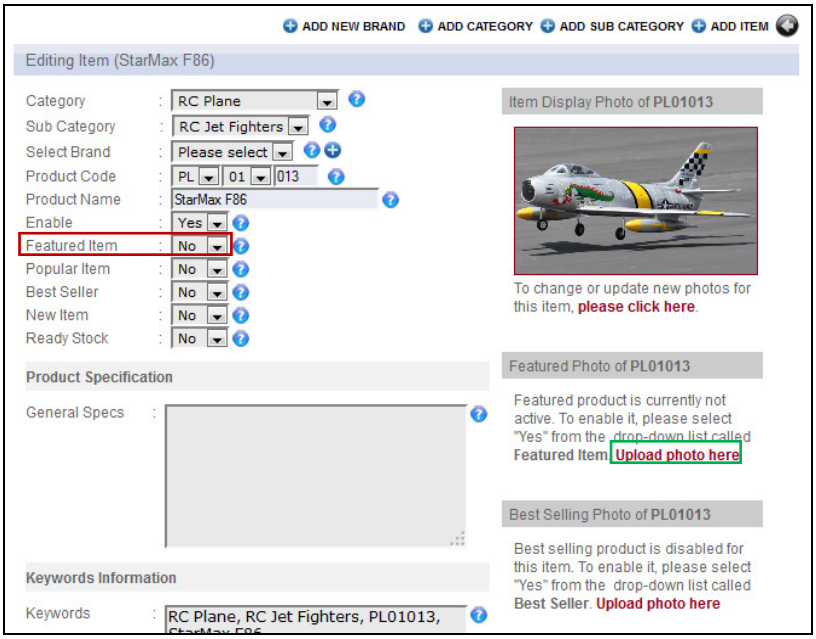

ADD NEW BRAND
ADD CATEGORY
ADD SUB CATEGORY
ADD ITEM
Editing Item (StarMax F86)
Category : RC Plane
Sub Category : RC Jet Fighters
Select Brand : Please select
Product Code : PL 01 013
Product Name : StarMax F86
Enable : Yes
Featured Item : No
Popular Item : No
Best Seller : No
New Item : No
Ready Stock : No
Product Specification
General Specs :
Keywords Information
Keywords : RC Plane, RC Jet Fighters, PL01013,
Item Display Photo of PL01013
To change or update new photos for this item, please click here.
Featured Photo of PL01013
Featured product is currently not active. To enable it, please select "Yes" from the drop-down list called Featured Item. Upload photo here
Best Selling Photo of PL01013
Best selling product is disabled for this item. To enable it, please select "Yes" from the drop-down list called Best Seller. Upload photo here

Figure 4D – Upload featured product photo in edit mode

Select any item and it will direct you to an edit mode page. In the right column, just below "Item Display Photo of…", you will see a portion called "Featured Photo". Click on the link that says "**Upload photo here**", as highlighted in green color in figure 5C.

A pop-up window will appear (Please ensure that your browser is not blocking any pop-ups.). From that pop-up window, click browse and then, click upload. Once finish, please click "Done" button.

Make sure to select "Yes" in the Best Seller drop-down list, as highlighted in red in figure 5C.

FILES, FOLDERS & TEMPLATES

Original Back-up Files

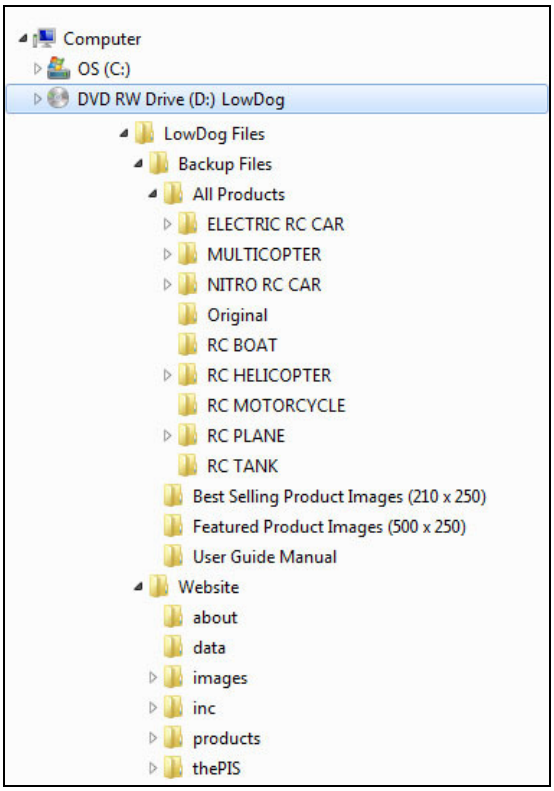


Figure 5 – CD Folders

Original and backed-up files are located in the CD, as shown in the Figure 4 - CD Folders.

When inserting the back-up CD, you will see a main folder called "**LowDog Files**". Clicking and opening this folder will show two (2) sub folders called the "**Backup Files**" & the "**Website**" folders, respectively.

Browsing through the sub folder "**Backup Files**", you will see another four (4) sub folders namely;

- Item Display Photo
  - All the products or items templates are saved in this folder.
- Best Selling Product Photos (210 x 250)
  - Bestselling products templates are all saved in this folder.
- Featured Product Photos (500 x 250)
  - Featured products templates are all saved in this folder.
- User Manual Guide & Reference
  - For PIS concerns and help, please use this User Manual for your reference.

Aside from the sub folder "Backup Files", the second sub folder is called the "Website" sub folder.

You can locate all files concerning the LowDog website; webpages, images and database used.